

State of Hawaii  
Hawaii Housing Finance and Development Corporation  
Comprehensive Housing Counseling Grant Program

REQUEST FOR INTEREST  
RFI-PEO-01-13

The purpose of this request is to select provider(s) for the Comprehensive Housing Counseling (CHC) program federal grant. Partial funding for FY2013 is provided by Continuing Appropriations Resolution, 2013 (Public Law 112-75, September 28, 2012), but is subject to change based upon receipt of final appropriations from Congress.

The Hawaii Housing Finance and Development Corporation (HHFDC) plans to apply for federal funds for comprehensive housing counseling and seeks qualified entities to provide counseling services to current and potential homeowners and tenants to assist them in improving their housing conditions and in meeting the responsibilities of homeownership or tenancy. Funding under the CHC program is intended to support housing counseling agencies to respond flexibly to the needs of residents and neighborhoods, to deliver a wide variety of housing counseling services, to provide expert, unbiased guidance and information to help families and individuals meet their housing needs and improve their financial situations, to act as safeguards against scams and discrimination, and to act as an important gateway to local, state, federal and private housing assistance.

Applications for CHC funds shall be received at the Hawaii Housing Finance and Development Corporation, Attention: PEO, 677 Queen Street, Suite 300, Honolulu, Hawaii, 96813 until 4:00 p.m., Hawaii Standard Time, on March 12, 2013. Applications received after this time and date, as amended, shall not be considered. The Application form may be downloaded from the HHFDC website: <http://hawaii.gov/dbedt/hhfdc>

To be eligible for funding under the CHC Program, housing counseling agencies must be HUD-approved housing counseling agencies or housing counseling agencies that meet the Housing Counseling Program approval criteria at 24 CFR 214.103 and will affiliate with HHFDC.

Eligible applicants must have demonstrated experience in providing comprehensive housing counseling services. Applicants must:

- A. Have the capacity to immediately begin and successfully implement the Applicant's proposed work plan for providing comprehensive housing counseling services;
- B. Demonstrate the degree to which the Applicant's work plan will address HUD's departmental policy priorities of (1) capacity building and knowledge sharing and (2) using housing as a platform for improving other outcomes;
- C. Demonstrate the quality and effectiveness of the Applicant's past and proposed housing counseling activities. Applicant should describe the past impact of applicant's housing counseling services, and submit its proposed housing counseling services and other activities to be conducted during the period October 1, 2012 through September 30, 2013. The Applicant's past performance, the complexity of the proposed work plan, and the degree to which the

applicant will coordinate its housing counseling services with other organizations and programs will be evaluated;

- D. Demonstrate that other non-federal resources (including, but not limited to, direct financial assistance (grants), fees, in-kind contributions such as services, equipment, office space and labor) to support their housing counseling activities for the period October 1, 2012 through September 30, 2013, have been obtained; and
- E. 1. Demonstrate its methodologies to evaluate overall program performance, including, but not limited to, utilizing board reviews of performance, publishing performance data (such as annual reports, press releases, trade publications, or on the Web); and  
2. Submit a transition or succession plan to ensure continuity of services to consumers in the event that the Applicant becomes ineligible for continued funding.

Evaluation criteria (Total 50 points):

	FACTOR	POINTS
A	Demonstrated Capacity	17
B	Need/HUD Policy Priorities	5
C	Soundness of Approach/Scope of Housing Counseling Services	20
D	Leveraging Resources	2
E	Achieving Results and Program Evaluation	6
	TOTAL POSSIBLE	50

Potential applicants interested in responding to this solicitation may do so by contacting Lisa Wond at HHFDC, beginning March 4, 2013, at 587-3182, Fax (808) 587-0600, or email [lisa.c.wond@hawaii.gov](mailto:lisa.c.wond@hawaii.gov).

HHFDC reserves the right to incorporate or not incorporate any recommendations presented in response to this request in its application for the grant. Neither the HHFDC nor the interested applicant has any obligation under the request.

KAREN SEDDON  
Executive Director  
Hawaii Housing Finance and Development Corporation

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